



DEPARTMENT OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3231

NGB-EO-CR

25 August 2005

MEMORANDUM FOR THE ADJUTANT GENERAL OF ALL STATES, PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

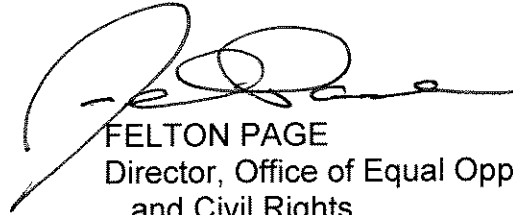
SUBJECT: Affirmative Employment Program (AEP) Training requirement for National Guard agency Reporting

1. The Equal Employment Opportunity Commission (EEOC) responsible for policy and guidance has issued Management Directive (MD) -715 to replace MD-712, 713, and 714 with instructions that change affirmative employment reporting requirements for federal agencies for the first time in twenty years. Fiscal Year (FY) 2005 the National Guard was granted a waiver for submitting the AEP reports to the EEOC, however the National Guard is expected to submit agency reports for FY 2006.
2. Consequently the National Guard Bureau Office of Equal Opportunity and Civil Rights (NGB-EO-CR) will host **mandatory** training for State Equal Employment Managers (SEEMs) or anyone having programmatic responsibility for the State Annual AEP. To ensure correct implementation of the new guidance and preparation of reports EEOC has tailored the AEP training specifically for the National Guard.
3. Due to class size restrictions we have planned two sessions back to back. The first training session is **Nov 8-10**, at the Holiday Inn, Old Town, 625 First Street, Alexandria, VA. Please have participants call (703) 548-6300 for room reservations. Our second training session is **Nov 15-17**, at the Radisson Old Town Alexandria, 901 N. Fairfax Street, Alexandria, VA. Please have participants call (703) 683-6000 for reservations. There will be no registration fee for this training. Appropriate training attire will be Class "B" for Military, and business casual for civilian.
4. State representative must also contact my office immediately to specify the required timeframe they wish to receive the training. This training is **mandatory** and must be completed for the annual AEP report to be properly submitted January 2006.

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5. Questions regarding this training may be directed to Ms. Phyllis Brantley, Chief Affirmative Employment and Special Emphasis/Minority Outreach Branch, DSN 327-0782 or COMM (703) 607-0782, email address brantleyp@ngb.af.mil or Mr. Jere Odum, Equal Opportunity Assistant, DSN 327-1700 or COMM (703) 607-1700, email address jere.odum@ngb.af.mil.



FELTON PAGE
Director, Office of Equal Opportunity
and Civil Rights

CF:
HROs
SEEMs
EOS